



PREEMPLOYMENT MEDICAL INFORMATION

All applicants for the Correctional Officer position are required to complete a Pre-Employment Medical Examination (PEM). The PEM is designed to evaluate your ability to safely perform the essential functions required of a Correctional Officer (CO). (The essential functions of the job and physically demanding tasks are on pages 3 and 4 of this handout).

The medical examination consists of:

- ➡ A general physical examination
- ➡ Blood work
- ➡ A urinalysis
- ➡ An audiometric test (hearing)
- ➡ A Psychological Evaluation
- ➡ Other tests as determined necessary.

The PEM staff will review the results of the examination and will often request additional information to clear a candidate for hire. If asked for additional information, please respond quickly since waiting for additional information can delay the clearance of your PEM.

Related Considerations:

You may be asked to provide doctor's reports for existing illnesses or injuries. Any doctor's report(s) you provide should discuss the history of your condition, your current status, treatment (past and present), prognosis, and whether there are any limitations or restrictions in your physical activity and/or your ability to perform any of the physically demanding tasks. If you were off work or your job duties were modified as a result of your condition, you may need to provide an unrestricted physical activities release.

Your initial PEM is paid for by the Department of Corrections and is valid for one year from the date of approval if nothing changes in your medical condition. Once your PEM is approved, your name will be placed on the active CO eligible list. As vacancies occur, you will be contacted for appointment to the Basic Correctional Officer Academy (BCOA).

Should you fail to accept an appointment during the 12 months your PEM is valid, your name will be removed from the active eligible list. To reactivate your name on the eligible list, you must submit a written request to the Department of Corrections. Expenses incurred to update your PEM will be your responsibility.

If you have a disability or impairment for which you need an accommodation to perform the essential functions required of a CO cadet attending the BCOA, it is your responsibility to notify the Pre-Employment Medical Unit (PEM) at 2201 Broadway, Sacramento, CA, 95818, in writing no later than four weeks prior to your scheduled Academy date. The written request must state the type of accommodation required, along with a doctor's verification. If you fail to notify the Pre-Employment Medical Unit prior to reporting to the Academy, the Academy staff may not be able to provide the requested accommodations, and your appointment may be terminated.

After your PEM is cleared:

It is your responsibility to keep the PEM unit informed of any changes in your medical condition. In addition, after accepting an assignment, you must follow the instructions below or you may be denied admission to the BCOA.

1. If you had inpatient or outpatient surgery since your medical was approved, you will need to provide an unrestricted physical activity release from your doctor.
2. If you incur an injury and/or are taking any medication for pain or are taking a muscle relaxant, you will need to provide an unrestricted physical activity release from your doctor.
3. If you had an illness since your medical was approved and were prescribed medication, you will need to provide a medical release from your doctor.
4. If you had a tooth extraction or other procedure that required a sedative or anesthesia, you will need to provide a medical release from your dentist. You do not need a medical release if you had your teeth cleaned or a cavity filled.
5. Injectable medications and syringes must be cleared through the Selection and Standards Branch prior to being brought onto BCOA grounds. *These items must be checked in as contraband for storage.*
6. Medications such as aspirin, Tylenol, "over the counter" Ibuprofen, allergy medication, birth control medication, thyroid medication, and certain other prescribed medications are allowed onto BCOA grounds but they must be kept secure in your room.

If you have any questions regarding the above information, you may contact PEM staff at (916) 227-2074. *Failure to follow these instructions could result in denial of admission to the BCOA.*

ESSENTIAL FUNCTIONS/PHYSICALLY DEMANDING TASKS

Listed below are some essential functions and the physically demanding tasks for Correctional Officer (CO). These items are provided to give you an idea of the types of tasks a CO performs on the job. Some of the functions or tasks listed are not utilized frequently; however, a CO needs to be able to perform all the tasks as needed.

ESSENTIAL FUNCTIONS

- Walking or standing for long periods of time
- Running to the scene of a disturbance or emergency
- Running up and down stairs
- Maintaining visual surveillance of institutional grounds from an observation tower or central security area
- Defending self against an inmate armed with a weapon
- Disarming, subduing, and applying restraints to an inmate
- Watching for indications of illegal activity in relative darkness or in normal lighting
- Reading daily journals, facility rules, procedures, regulations, post orders, and other written materials relevant to job performance
- Writing various reports, memorandums, and other correspondence
- Taking periodic counts of inmates
- Preparing count slips for all types of inmate counts and clearing counts with the control office
- Conducting clothed/unclothed body searches
- Acting as entrance gate officer and searching visitors and transport vehicles for contraband
- Carrying, lifting, or dragging heavy objects, such as a disabled or unconscious inmate
- Jumping or pulling self over obstacles, such as walls and fences
- Firing weapons in combat situations
- Listening for unusual sounds that may indicate illegal activity or disturbances

PHYSICALLY DEMANDING TASKS

1. Ascend or descend several tiers of stairs at a fast pace in response to emergency situations with or without a gurney.
2. Run or walk rapidly to the scene of a disturbance or emergency situation as the first officer on the scene or assist another officer during the disturbance or emergency.
3. Walk or stand for long periods of time with little or no opportunity to relieve strain on feet and legs. This occurs in gun towers and supervising the inmate food service areas.
4. Walk and/or run over rough ground in search of escaped inmates or in patrolling the perimeter inside and outside an institution where the terrain may be irregular and trees and brush common.
5. Pursue inmates on foot or attempt to apprehend escaped inmates, which could involve running, jumping, scaling fences, running on slippery surfaces, etc.
6. Bend, squat, stoop, kneel, twist and crouch in order to find concealed weapons, contraband, etc.
7. Crawl in confined areas (e.g., attics, crawl-space).

8. Balance while carrying a weapon on uneven or narrow surfaces including rooftops, gun walks, etc., while running, walking rapidly to an emergency.
9. Jump or vault over obstacles or quickly dodge obstacles.
10. Pull one's self up and over obstacles (e.g., walls, fences).
11. Drag heavy objects (e.g., disabled or unconscious inmate or pieces of equipment).
12. Lift heavy objects (e.g., disabled or unconscious inmate or pieces of equipment).
13. Carry heavy objects (e.g., disabled or unconscious inmate or pieces of equipment).
14. Push hard to move objects to protect inmates, self or other staff.
15. Operate difficult to operate gates, doors, or locks manually.
16. Use body force to gain entrance through barriers (e.g., locked doors/gates).
17. Deflect thrown or moving objects to protect inmates, self or other staff.
18. Use weaponless defense tactics such as dodging, moving and pulling away rapidly.
19. Physically prevent escape attempts.
20. Defend self against an inmate armed with a weapon; disarm and subdue inmate.
21. Perform body search of inmates.
22. Load and unload supplies, materials or equipment.
23. Perform duties while wearing heavy equipment (e.g., air pack).
24. Climb up and down stairs during the course of routine duty. Depending on the institution design, this cumulative total could include up to 60 flights of stairs in an 8-hour shift.
25. Climb up to elevated surface (e.g., roof, and stairwells).
26. Climb straight up as on a truck or building, or climb ladders straight up into gun towers.
27. Physically subdue or restrain a violent, combative or psychotic inmate or move resistant inmates from one area to another with assistance.
28. Tackle a fleeing inmate.
29. Enter a cell and remove an armed or combative inmate or search prison areas for contraband or escapees.
30. Physically separate two fighting inmates.
31. Search areas that are not easily accessible for contraband.
32. Apply restraints.
33. Place inmates in or remove inmates from cells.
34. Restrain inmates with hands or body to prevent a fight, after a fight to prevent further violence, or to prevent an inmate from leaving his assigned area.
35. Break up fights between inmates, which involves physical separation of inmates.
36. Distribute or remove inmates' food trays, which could include pushing full food cart (approximately 800 pounds from the food service facility to the housing unit--up to 300 yards); unload and carry 60-pound containers up two to three flights of stairs.
37. Carry, maintain, qualify on and accurately fire weapons.
38. Qualify periodically on and be able to properly use a baton.
39. Properly operate a motor vehicle in Code 3 Emergency conditions and be certified in defensive driving techniques.